



# **ATTENTION**

***(YOUR COMPANY NAME HERE)***

## **New Program Speeds Unemployment Benefits to You During Layoffs**

- If you are **laid off because of a lack of work**, your employer will file an application for benefits on your behalf.
- The Unemployment Insurance Agency will send you a notice by Saturday of the second full week after the layoff, notifying you of your eligibility for benefits. For new claims, you will also receive a booklet in the mail containing the rest of the instructions for claiming your unemployment benefit checks.
- You must still call MARVIN – Michigan's Automated Response Voice Interactive Network – according to the time and date in your instruction booklet to receive benefit checks.

**SEE PAGE TWO OF THIS NOTICE FOR MORE DETAILS**

Questions about the program? Please call us:

State of Michigan  
Department of Labor & Economic Growth  
**UNEMPLOYMENT INSURANCE AGENCY**  
Employer Filed Claims Unit

**1-866-845-0077**

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**Your Claim will be filed by your employer**

***Please follow these instructions to receive Unemployment Benefits***

## **MARVIN Schedule of Appointments**

Your appointment day and time is found by using the last two digits of your Social Security Number. For example:

Your Social Security Number is:

555-55-5511

The last two digits are **11**.

- Look at the schedule below and locate the number 11.
- Under the column labeled “**TIME**”, the appointment for number 11 is between the hours of **11:00 a.m. – 12:00 noon**. This is the designated hour during which you **should** phone in your claim. You may ask questions about payment of your claim at any time.

TIME	MONDAY	TUESDAY	WEDNESDAY
8:00 – 9:00	00-01-02-03	34-35-36	67-68-69
9:00 – 10:00	04-05-06	37-38-39	70-71-72
10:00 – 11:00	07-08-09	40-41-42	73-74-75
11:00 – 12:00	10-11-12	43-44-45	76-77-78
12:00 – 1:00	13-14-15	46-47-48	79-80-81
1:00 – 2:00	16-17-18	49-50-51	82-83-84
2:00 – 3:00	19-20-21	52-53-54	85-86-87
3:00 – 4:00	22-23-24	55-56-57	88-89-90
4:00 – 5:00	25-26-27	58-59-60	91-92-93
5:00 – 6:00	28-29-30	61-62-63	94-95-96
6:00 – 7:00	31-32-33	64-65-66	97-98-99

**Note:** Call in appointment days are Monday, Tuesday, and Wednesday

**If you are unable to call during your appointed time, you may call on Thursday or Friday between 8:00 a.m. and 7:00 p.m.** If you are eligible, your check will be mailed the first business day following the day you call MARVIN.

### THREE-WEEK PERIOD

Sun	Mon	Tue	Wed	Thu	Fri	Sat	First full week after layoff
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Second week
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Call MARVIN this week

**REMEMBER:** You must call MARVIN once every two weeks according to the schedule above. If you do not, your payment may be held up or you may lose your benefits.

**MARVIN Toll Free Phone Number**

**1-866-638-3993**